

AGREEMENT FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES

This Agreement is entered into by and between the COUNTY OF SAN LUIS OBISPO, a political subdivision of the State of California, herein called "COUNTY," and SWCA Environmental Consultants, an Arizona corporation whose address is 1422 Monterey Street, Suite C200, San Luis Obispo, CA 93401, herein called "CONSULTANT." This Agreement shall be effective as of the date it is fully executed by the parties.

The COUNTY department responsible for administering this Agreement is the Department of Public Works ("Public Works"), and all written communications hereunder with the COUNTY shall be addressed to the Director of Public Works ("Director").

WHEREAS, the COUNTY has need for special services and advice with respect to the work described herein for the Biological Monitoring and Survey Services for the Los Osos Wastewater Project (hereafter, the "Project"); and

WHEREAS, the CONSULTANT warrants that it is specially trained, experienced, expert, and competent to perform such special services;

NOW, THEREFORE, the parties agree with the above recitals, and hereby further agree as follows:

ARTICLE 1. SCOPE OF WORK. The CONSULTANT shall, at its own cost and expense, provide all the services, equipment, and materials necessary to complete the work described in the CONSULTANT's Scope of Work (hereafter, collectively "Work") attached hereto as Exhibit A. CONSULTANT warrants and represents that said Work encompasses all professional services necessary for the CONSULTANT's biological monitoring and survey services. All Work shall be performed to the highest professional standard.

ARTICLE 2. TIME FOR COMPLETION OF WORK. No Work shall be commenced prior to the CONSULTANT's receipt of the COUNTY's Notice to Proceed. All Work shall

be completed no later than December 31, 2015, provided, however, that extensions of time may be granted in writing by the Director of Public Works of San Luis Obispo County, which said extensions of time, if any, shall be granted only for reasons attributable to inclement weather, acts of God, or for other cause determined in the sole discretion of the Director of Public Works of San Luis Obispo County to be good and sufficient cause for such extensions.

ARTICLE 3. PAYMENT FOR SERVICES.

A. **COMPENSATION.** The COUNTY shall pay to the CONSULTANT as compensation in full for all Work required by this Agreement a sum not to exceed \$132,108. The CONSULTANT's compensation shall be based on actual services performed and costs incurred at the rates set forth for each task in the CONSULTANT's Cost Proposal attached hereto as Exhibit B. Progress payments will be made as set forth below based on compensable services provided and allowable costs incurred pursuant to this Agreement.

B. **REPORTS.** The CONSULTANT shall submit to the COUNTY, on a monthly basis, a detailed statement of all services performed and all Work accomplished under this Agreement since the CONSULTANT's last monthly statement, including the number of hours of Work performed and the personnel involved. For the purpose of timely processing of invoices, the CONSULTANT's invoices are not regarded as received until the monthly report is submitted. Any anticipated problems in performing any future Work shall be noted in the monthly reports. The CONSULTANT shall also promptly notify the County of any perceived need for a change in the scope of work, and an explanation as to why the CONSULTANT did not include said work in the attached Scope of Work.

C. **INVOICES.** Billing invoices shall be based upon the CONSULTANT's Cost Proposal, attached hereto as Exhibit B. Invoices shall detail the Work performed on each task and each project as applicable. Invoices shall follow a format based upon the Cost Proposal and shall reference this Agreement number and project title. Final invoice must contain the final cost and all credits due the COUNTY including any equipment purchased under the provisions of Article 24 Equipment Purchase of this Agreement.

D. **RETAINAGE FROM PROGRESS PAYMENTS** The COUNTY shall withhold retainage from each progress payment due CONSULTANT in the sum of 10 percent until the final monitoring report is accepted by the County. Once said final report is accepted by the County, all retainage shall be released within 60 days. The County reserves the right to withhold from any payment to CONSULTANT, including but not limited to any release of retainage, any sums attributable to any costs, damages or claims incurred or experienced by the County that arise from any breach of this Agreement by CONSULTANT.

E. **CONSULTANT'S ASSIGNED PERSONNEL.** All Work performed under this Agreement shall be performed by the CONSULTANT's personnel identified in the organizational chart, attached hereto as Exhibit C. Any changes to the any personnel designated on this organizational chart must be approved in writing by the COUNTY's Project Manager.

ARTICLE 4. ACCOUNTING RECORDS.

A. The CONSULTANT shall maintain accounting records in accordance with generally accepted accounting principles. The CONSULTANT shall obtain the services of a qualified bookkeeper or accountant to ensure that accounting records meet this requirement. The CONSULTANT shall maintain acceptable books of accounts which include, but are not limited to, a general ledger, cash receipts journal, cash disbursements journal, general journal, and payroll journal.

B. The CONSULTANT shall record costs in a cost accounting system which clearly identifies the source of all costs. Agreement costs shall not be co-mingled with other project costs, but shall be directly traceable to contract billings to the COUNTY. The use of worksheets to produce billings shall be kept to a minimum. If worksheets are used to produce billings, all entries should be documented and clearly traceable to the CONSULTANT's cost accounting records.

C. All accounting records and supporting documentation shall be retained for a minimum of five (5) years or until any audit findings are resolved, whichever is later. The CONSULTANT shall safeguard the accounting records and supporting documentation.

D. The CONSULTANT shall make accounting records and supporting documentation available on demand to the COUNTY and its designated auditor for

inspection and audit. Disallowed costs shall be repaid to the COUNTY. The COUNTY may require having the CONSULTANT's accounting records audited, at the CONSULTANT's expense, by an accountant licensed by the State of California. The audit shall be presented to the County Auditor-Controller within thirty (30) calendar days after completion of the audit.

ARTICLE 5. CONTINGENCY FUND FOR CHANGES IN SCOPE OF SERVICE. No change in the character or extent of the Work to be performed by the CONSULTANT shall be made except through a signed written amendment to this Agreement. The amendment shall set forth the proposed changes in Work, adjustment of time, and adjustment of the sum to be paid by the COUNTY to the CONSULTANT, if any. A contingency fund of \$13,210 is hereby created to address such changes to the scope of services and/or completion date. The COUNTY's Board of Supervisors hereby delegates to the Director of Public Works and Transportation the authority to sign amendments to this Agreement that make reasonable modifications to the time of performance or the scope of services, provided that all such amendments do not cumulatively exceed the contingency fund. Any other amendments must be approved by the Board. These additional funds are intended to provide the COUNTY with flexibility to respond to unanticipated events or conditions, and the CONSULTANT has no right to make any claim against these funds except as so expressly provided in a written amendment to this Agreement.

ARTICLE 6. NON-ASSIGNMENT OF AGREEMENT. Inasmuch as this Agreement is intended to secure the specialized services of the CONSULTANT, the CONSULTANT may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of the COUNTY and any such assignment, transfer, delegation, or sublease without the County's prior written consent shall be considered null and void.

ARTICLE 7. INSURANCE. The CONSULTANT, at its sole cost and expense, shall purchase and maintain the insurance policies set forth below on all of its operations under this Agreement. Such policies shall be maintained for the full term of this Agreement and shall provide products/completed operations coverage for four (4) years following completion of the CONSULTANT's Work under this Agreement and

acceptance by the County. Any failure to comply with reporting provisions(s) of the policies referred to above shall not affect coverage provided to the County, its officers, employees, volunteers, and agents. For purposes of the insurance policies required hereunder, the term "County" shall include officers, employees, volunteers, and agents of the County of San Luis Obispo, California, individually or collectively.

A. **MINIMUM SCOPE AND LIMITS OF REQUIRED INSURANCE POLICIES.** The following policies shall be maintained with insurers authorized to do business in the State of California and shall be issued under forms of policies satisfactory to the County:

1. **COMMERCIAL GENERAL LIABILITY INSURANCE POLICY ("CGL").**

Policy shall include coverage at least as broad as set forth in Insurance Services Office (herein "ISO") Commercial General Liability coverage. (Occurrence Form CG0001) with policy limits not less than the following:

- \$1,000,000 each occurrence (combined single limit);
- \$1,000,000 for personal injury liability;
- \$1,000,000 aggregate for products-completed operations; and
- \$1,000,000 general aggregate.

The general aggregate limits shall apply separately to the CONSULTANT's Work under this Agreement.

2. **BUSINESS AUTOMOBILE LIABILITY POLICY ("BAL").**

Policy shall include coverage at least as broad as set forth in Insurance Services Office Business Automobile Liability Coverage, Code 1 "Any Auto" (Form CA 0001). This policy shall include a minimum combined single limit of not less than One-million (\$1,000,000) dollars for each occurrence, for bodily injury and/or property damage. Such policy shall be applicable to vehicles used in pursuit of any of the activities associated with this Agreement. The CONSULTANT shall not provide a Comprehensive Automobile Liability policy which specifically lists scheduled vehicles without the express written consent of County.

3. **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY ("WC / EL").**

This policy shall include at least the following coverages and policy limits:

- a. Workers' Compensation insurance as required by the laws of the State of California; and

b. Employer's Liability Insurance Coverage B with coverage amount not less than one-million (\$1,000,000) dollars each accident / Bodily Injury (herein "BI"); one-million (\$1,000,000) dollars policy limit BI by disease; and, one-million (\$1,000,000) dollars each employee BI by disease.

4. **PROFESSIONAL LIABILITY INSURANCE POLICY ("PL")**. This policy shall cover damages, liabilities, and costs incurred as a result of the CONSULTANT's professional errors and omissions or malpractice. This policy shall include a coverage limit of at least One-Million Dollars (\$1,000,000) per claim, including the annual aggregate for all claims (such coverage shall apply during the performance of the services under this Agreement and for two (2) years thereafter with respect to incidents which occur during the performance of this Agreement). The CONSULTANT shall notify the County if any annual aggregate is eroded by more than seventy-five percent (75%) in any given year.

B. **DEDUCTIBLES AND SELF-INSURANCE RETENTIONS**. Any deductibles and/or self-insured retentions which apply to any of the insurance policies referred to above shall be declared in writing by the CONSULTANT and approved by the County before Work is begun pursuant to this Agreement. At the option of the County, the CONSULTANT shall either reduce or eliminate such deductibles or self-insured retentions as respect the County, its officers, employees, volunteers, and agents, or shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and/or defense expenses.

C. **ENDORSEMENTS**. All of the following clauses and endorsements, or similar provisions, are required to be made a part of insurance policies indicated in parentheses below:

1. A "Cross Liability", "Severability of Interest" or "Separation of Insureds" clause (CGL & BAL);
2. The County of San Luis Obispo, its officers, employees, volunteers, and agents are hereby added as additional insureds with respect to all liabilities arising out of the CONSULTANT's performance of Work under this Agreement (CGL & BAL);
3. If the insurance policy covers an "accident" basis, it must be changed to "occurrence" (CGL & BAL);

4. This policy shall be considered primary insurance with respect to any other valid and collectible insurance County may possess, including any self-insured retention County may have, and any other insurance County does possess shall be considered excess insurance only and shall not be called upon to contribute to this insurance (CGL, BAL, & PL);

5. No cancellation or non-renewal of this policy, or reduction of coverage afforded under the policy, shall be effective until written notice has been given at least thirty (30) calendar days prior to the effective date of such reduction or cancellation to County at the address set forth below (All Policies);

6. The CONSULTANT and its insurers shall agree to waive all rights of subrogation against the County, its officers, employees, volunteers, and agents for any loss arising under this Agreement (CGL); and

7. Deductibles and self-insured retentions must be declared (All Policies).

D. **ABSENCE OF INSURANCE COVERAGE.** The County may direct the CONSULTANT to immediately cease all activities with respect to this Agreement if it determines that the CONSULTANT fails to carry, in full force and effect, all insurance policies with coverages at or above the limits specified in this Agreement. Any delays or expense caused due to stopping of Work and change of insurance shall be considered the CONSULTANT's delay and expense. At the County's discretion, under conditions of lapse, the County may purchase appropriate insurance and charge all costs related to such policy to the CONSULTANT.

E. **PROOF OF INSURANCE COVERAGE AND COVERAGE VERIFICATION.** Prior to commencement of Work under this Agreement, and annually thereafter for the term of this Agreement, the CONSULTANT, or each of the CONSULTANT's insurance brokers or companies, shall provide the County a current copy of a Certificate of Insurance, on an Accord or similar form, which includes complete policy coverage verification, as evidence of the stipulated coverages. All of the insurance companies providing insurance for the CONSULTANT shall have, and provide evidence of, a Best Rating Service rate of A VI or above. The Certificate of Insurance and coverage verification and all other notices related to cancellation or non-renewal shall be mailed to:

Kate Ballantyne, Public Works Department
Room 207, County Government Center
San Luis Obispo CA 93408

ARTICLE 8. INDEMNIFICATION.

Consultant shall defend, indemnify and hold harmless the COUNTY, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the Consultant, or its agents, employees, or other independent contractors directly responsible to Consultant including, but not limited to the following:

1. Violation of statute, ordinance, or regulation.
2. Professional malpractice.
3. Willful, intentional or other wrongful acts, or failures to act.
4. Negligence or recklessness.
5. Furnishing of defective or dangerous products.
6. Premises liability.
7. Strict Liability.
8. Violation of civil rights.
9. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Consultant is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and hold harmless rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

ARTICLE 9. CONSULTANT'S RESPONSIBILITY FOR ITS WORK.

A. The CONSULTANT has been hired by the COUNTY because of the CONSULTANT's specialized expertise in performing the Work described in the attached Scope of Work, Exhibit A. The CONSULTANT shall be solely responsible for such Work. The COUNTY's review, approval, and/or adoption of any Work product shall be in reliance on the CONSULTANT's specialized expertise and shall not relieve the CONSULTANT of its sole responsibility for the Work. The COUNTY is under no duty or obligation to review or verify the appropriateness, quality, or accuracy of any Work product, including but not limited to, any methods, procedures, tests, calculations, drawings, or other information used or created by the CONSULTANT in performing any Work under this Agreement.

B. All information which the CONSULTANT receives from the COUNTY should be independently verified by the CONSULTANT. The CONSULTANT should not rely upon such information unless it has independently verified its accuracy. The only exception to the foregoing arises when the COUNTY has expressly stated in writing that certain information may be relied upon by the CONSULTANT without the CONSULTANT's independent verification. In such event, the CONSULTANT is still obliged to promptly notify the COUNTY whenever the CONSULTANT becomes aware of any information that is inconsistent with any information which the COUNTY has stated may be relied upon by the CONSULTANT.

C. Pursuant to the provisions of this Article, the CONSULTANT is responsible for all Work under this Agreement, including the work performed by any subcontractors or any other independent contractors which CONSULTANT hires or contracts with regarding the Work.

ARTICLE 10. INSURANCE AND INDEMNIFICATION AS MATERIAL PROVISIONS.

The parties expressly agree that the indemnification and insurance clauses in this Agreement are an integral part of the performance exchanged in this Agreement. The compensation stated in this Agreement includes compensation for the risks transferred to the CONSULTANT by the indemnification and insurance clauses.

ARTICLE 11. CONSULTANT'S ENDORSEMENT ON REPORTS, ETC. The CONSULTANT shall endorse all reports, maps, plans, documents, materials, and other data in accordance with applicable provisions of the laws of the State of California.

ARTICLE 12. DOCUMENTS, INFORMATION AND MATERIALS OWNERSHIP.

All documents, information, and materials of any and every type prepared by the CONSULTANT (or any subcontractor) pursuant to this Agreement shall be the property of the COUNTY. Such documents shall include but not be limited to data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the CONSULTANT (or any subcontractor) in performing Work under this Agreement, whether completed or in process. The CONSULTANT shall assume no responsibility for the unintended use by others of any such documents, information, or materials on project(s) which are not related to the scope of services described under this Agreement.

ARTICLE 13. TERMINATION OF AGREEMENT WITHOUT CAUSE. The COUNTY may terminate this Agreement at any time by giving the CONSULTANT thirty (30) calendar days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Other than payments for services satisfactorily rendered prior to the effective date of said termination, the CONSULTANT shall be entitled to no further compensation or payment of any type from the COUNTY.

ARTICLE 14. TERMINATION OF AGREEMENT FOR CAUSE. If the CONSULTANT fails to perform the CONSULTANT's duties to the satisfaction of the COUNTY; or if the CONSULTANT fails to fulfill in a timely and professional manner the CONSULTANT's obligations under this Agreement; or if the CONSULTANT violates any of the terms or provisions of this Agreement; or if the CONSULTANT, or the CONSULTANT's agents or employees fails to exercise good behavior either during or outside of working hours that is of such a nature as to bring discredit upon the COUNTY, then the COUNTY shall have the right to terminate this Agreement effective immediately upon the COUNTY giving written notice thereof to the CONSULTANT. Termination shall have no effect

upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. The CONSULTANT shall be paid for all Work satisfactorily completed prior to the effective date of such termination. If the COUNTY's termination of the Agreement for cause is defective for any reason, including but not limited to the COUNTY's reliance on erroneous facts concerning the CONSULTANT's performance, or any defect in notice thereof, this Agreement shall automatically terminate without cause thirty (30) calendar days following the COUNTY's written notice of termination for cause to the CONSULTANT, and the COUNTY's maximum liability shall not exceed the amount payable to the CONSULTANT under Article 13 above.

ARTICLE 15. COMPLIANCE WITH LAWS. The CONSULTANT shall comply with all Federal, State, and local laws and ordinances that are applicable to the performance of the Work of this Agreement. This includes compliance with applicable prevailing wage rates and their payment in accordance with the California Labor Code. The CONSULTANT will comply, or cause its subconsultant(s) to comply, with the applicable provisions of Labor Code Section 1774.

ARTICLE 16. COVENANT AGAINST CONTINGENT FEES. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working for the CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percent, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this Agreement. For breach or violation of this warranty, the COUNTY shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

ARTICLE 17. DISPUTES & CLAIMS.

A. **NOTICE OF POTENTIAL CLAIM.** The CONSULTANT shall not be entitled to the payment of any additional compensation for any act, or failure to act, by the COUNTY, or for the happening of any event, thing, occurrence, or other cause,

unless the CONSULTANT has provided the COUNTY with timely written Notice of Potential Claim as hereinafter specified. The written Notice of Potential Claim shall set forth the reasons for which the CONSULTANT believes additional compensation will or may be due, the nature of the cost involved, and, insofar as possible, the amount of the potential claim. The said notice as above required must have been given to the COUNTY prior to the time that the CONSULTANT shall have performed the work giving rise to the potential claim for additional compensation, if based on an act or failure to act by the COUNTY, or in all other cases within fifteen (15) calendar days after the happening of the event, thing, occurrence, or other cause, giving rise to the potential claim. It is the intention of this paragraph that differences between the parties relating to this Agreement be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled, if possible, or other appropriate action promptly taken. The CONSULTANT hereby agrees that it shall have no right to additional compensation for any claim that may be based on any such act, failure to act, event, thing, or occurrence for which no written Notice of Potential Claim as herein required was filed with the COUNTY Director of Public Works.

B. **PROCESSING OF ACTUAL CLAIM.** In addition to the above requirements for Notice of Potential Claim, a detailed, Notice of Actual Claim must be submitted in writing to the COUNTY on or before the date of final payment under this Agreement. All such claims shall be governed by the procedures set forth in section 20104.2 and 20104.4 of the Public Contract Code, except that the word "claim" as used in said sections shall be construed as referring to any claim relating to this Agreement. The CONSULTANT shall not be entitled to any additional compensation unless the CONSULTANT has (1) provided the COUNTY with a timely written Notice of Actual Claim and (2) followed the procedures set forth in Public Contract Code section 20104.2 and 20104.4.

C. **CLAIM IS NO EXCUSE.** Neither the filing of a Notice of Potential Claim or of a Notice of Actual Claim, nor the pendency of a dispute or claim, nor its consideration by the COUNTY, shall excuse the CONSULTANT from full and timely performance in accordance with the terms of this Agreement.

ARTICLE 18. CONSULTANT IS AN INDEPENDENT CONTRACTOR. It is expressly understood that in the performance of the services herein provided, the CONSULTANT shall be, and is, an independent contractor, and is not an agent or employee of the COUNTY. The CONSULTANT has and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons assisting the CONSULTANT in the performance of the services rendered hereunder. The CONSULTANT shall be solely responsible for all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other regulations governing such matters.

ARTICLE 19. ENTIRE AGREEMENT AND MODIFICATION. This Agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. The CONSULTANT shall be entitled to no other compensation and/or benefits than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Any changes increasing the CONSULTANT's compensation and/or benefits must be approved by the COUNTY's Board of Supervisors; any other changes may be signed by the County Director of Public Works on behalf of the COUNTY. The CONSULTANT specifically acknowledges that in entering into and executing this Agreement, the CONSULTANT relies solely upon the provisions contained in this Agreement and no others. To the extent there is any inconsistency between the text in the body of this Agreement and anything in any of the Exhibits attached hereto, the text in the body of this Agreement shall prevail.

ARTICLE 20. ENFORCEABILITY. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

ARTICLE 21. WARRANTY OF CONSULTANT. The CONSULTANT warrants that the CONSULTANT and each of the personnel employed or otherwise retained by the CONSULTANT for Work under this Agreement are, where required by law and regulation, properly certified and licensed under the laws and regulations of the State of California to provide the special services herein agreed to.

ARTICLE 22. SUBCONTRACTORS.

A. Other than Work designated in Exhibits A and B to be performed by other persons or entities, the CONSULTANT shall perform the Work contemplated with resources available within its own organization and no portion of the Work shall be subcontracted without written authorization by the COUNTY. In the event the COUNTY provides written authorization for Work to be performed by a subcontractor, the use of the words "subcontractor" and "subcontract" in this Article shall refer to such authorized subcontracting to a subcontractor of the first tier or any other tier. The terms "subcontract" and "subcontractor" include any and all contracts or arrangements by which CONSULTANT hires or enters into a contract with any subconsultants regarding any Work.

B. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the County and any subcontractors, and no subcontract shall relieve the CONSULTANT of its responsibilities and obligations hereunder. The CONSULTANT agrees to be as fully responsible to the COUNTY for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the CONSULTANT. The CONSULTANT's obligation to pay its subcontractors is an independent obligation from the COUNTY's obligation to make payments to the CONSULTANT.

C. Any subcontract entered into by the CONSULTANT relating to this Agreement, shall bind the subcontractor to all of the provisions of this Article by incorporating the provisions of this Article in any such subcontract, and substituting the name of the subcontractor in place of the word "CONSULTANT" where it appears in this Article.

D. Any substitution of subcontractors must be approved in writing by the COUNTY's Project Manager in advance of assigning work to a substitute subcontractor.

ARTICLE 23. EQUIPMENT PURCHASE.

A. Prior authorization in writing, by the COUNTY's Project Manager, shall be required before the CONSULTANT enters into any unbudgeted purchase order or subcontract exceeding \$5,000 for equipment. The CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs and three

competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.

B. Any equipment purchased as a result of this Agreement is subject to the following: "The CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, the COUNTY shall receive a proper refund or credit at the conclusion of the Agreement, or if the Agreement is terminated, the CONSULTANT may either keep the equipment and credit the COUNTY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established COUNTY procedures; and credit the COUNTY in an amount equal to the sales price. If the CONSULTANT elects to keep the equipment, fair market value shall be determined at the CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by the COUNTY and the CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by the COUNTY."

ARTICLE 24. APPLICABLE LAW AND VENUE. This Agreement has been executed and delivered in the State of California and the validity, enforceability, and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. All duties and obligations of the parties created hereunder are performable in San Luis Obispo County and such County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

ARTICLE 25. NOTICES. Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by first class mail to the County at:

Mr. Paavo Ogren, Director
San Luis Obispo County
Department of Public Works
County Government Center, Room 207
San Luis Obispo, CA 93408

and to the CONSULTANT:

Bill Henry, Office Director
SWCA Environmental Consultants
1422 Monterey Street, Suite C200
San Luis Obispo, CA 93401

ARTICLE 26. COST DISCLOSURE - DOCUMENTS AND WRITTEN REPORTS.

Pursuant to Government Code section 7550, if the total cost of this Agreement is over \$5,000, the CONSULTANT shall include in all final documents and in all written reports submitted a written summary of costs, which shall set forth the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of such documentation or written report. The Agreement and subagreement numbers and dollar amounts shall be contained in a separate section of such document or written report.

ARTICLE 27. CONFIDENTIALITY OF DATA.

A. All financial, statistical, personal, technical, or other data and information relative to the COUNTY's operations, which are designated confidential by the COUNTY and made available to the CONSULTANT in order to carry out this Agreement, shall be protected by the CONSULTANT from unauthorized use and disclosure, and shall not be made available to any individual or organization by the CONSULTANT without the prior written approval of the COUNTY.

B. Permission to disclose information on one occasion, or public hearing held by the COUNTY relating to this Agreement, shall not authorize the CONSULTANT to further disclose such information, or disseminate the same on any other occasion.

C. All information related to the construction estimate is confidential, and shall not be disclosed by the CONSULTANT to any entity other than the COUNTY.

ARTICLE 28. RESTRICTIVE COVENANT. The CONSULTANT agrees that it will not, during the continuance of this Agreement, perform or otherwise exercise the services described in Exhibit A for anyone except for the COUNTY, unless and until the COUNTY waives this restriction.

ARTICLE 29. CLAIMS FILED BY COUNTY'S CONSTRUCTION CONTRACTOR.

A. If claims are filed against the COUNTY by any third party that relate in any way to any Work product within the CONSULTANT's Scope of Work under this Agreement, and additional information or assistance from the CONSULTANT's personnel is requested by the COUNTY in order to evaluate or defend against such claims, the CONSULTANT agrees to cooperate with and provide timely response to any reasonable requests for information submitted to the CONSULTANT by the COUNTY relating to such claims. To the extent the information requested by the COUNTY only seeks copies of documents or other factual information relating to Work performed by the CONSULTANT, the CONSULTANT will only be compensated for any clerical costs associated with providing the COUNTY the requested factual information.

B. The CONSULTANT's personnel that the COUNTY considers essential to assist in defending against such claims will be made available for consultation with the COUNTY upon reasonable notice from the COUNTY. In the event the expert opinions of the CONSULTANT's personnel is sought by the COUNTY through such consultation or through testimony, and only in such event, such consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for the CONSULTANT's personnel services under this Agreement. In the event the testimonies of any of the CONSULTANT's personnel are sought by another party, the CONSULTANT reserves the right to charge other party a different rate for deposition or trial testimony.

C. Services of the CONSULTANT's personnel in connection with the COUNTY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this agreement in order to finally resolve the claims.

D. Any subcontract entered into by the CONSULTANT relating to this Agreement, shall bind the subcontractor to all of the provisions of this Article by incorporating the provisions of this Article in any such subcontract, and substituting the name of the subcontractor in place of the word "CONSULTANT" where it appears in this Article.

ARTICLE 31. CONFLICT OF INTEREST.

- A. The CONSULTANT shall disclose any financial, business, or other relationship with the COUNTY that may be affected by the outcome of this Agreement, or any ensuing COUNTY construction project. The CONSULTANT shall also list current clients who may have a financial interest in the outcome of this Agreement, or any ensuing COUNTY construction project, which will follow.
- B. The CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this Agreement.
- C. Any subcontract entered into by the CONSULTANT relating to this Agreement, shall bind the subcontractor to all of the provisions of this Article by incorporating the provisions of this Article in any such subcontract, and substituting the name of the subcontractor in place of the word "CONSULTANT" where it appears in this Article.
- D. The CONSULTANT hereby certifies that neither the CONSULTANT, nor any firm affiliated with the CONSULTANT will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this Agreement. An affiliated firm is one, which is subject to the control of one or more of the same persons through joint-ownership, or otherwise.
- E. Except for subcontractors whose services are limited to providing surveying or materials testing information, no subcontractor who has provided design services in connection with this Agreement shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement, and this Agreement shall become effective on the date shown signed by the County of San Luis Obispo.

COUNTY OF SAN LUIS OBISPO

By: JAMES R. PATTERSON
Chairperson of the Board
County of San Luis Obispo
State of California

Date: August 7, 2012

ATTEST:

By: JULIE L. RODEWALD
County Clerk and Ex-Officio Clerk of the
Board of Supervisors, County of San Luis Obispo,
State of California

Date: August 7, 2012

By: Sandy Currens
Deputy Clerk

SWCA ENVIRONMENTAL CONSULTANTS, an Arizona Corporation

By: [Signature]

Date: July 10, 2012

Name: Don Henry

Title: OFFICE DIRECTOR

SWCA ENVIRONMENTAL CONSULTANTS, an Arizona Corporation

By: Cara Corsetti

Date: 7/11/12

Name: Cara Corsetti

Title: Principal

APPROVED AS TO FORM AND LEGAL EFFECT:

WARREN R. JENSEN

County Counsel

By: [Signature]
Deputy County Counsel

Date: 7.17.2012

LOS OSOS WASTEWATER PROJECT BIOLOGICAL MONITORING SERVICES

SCOPE OF WORK

Task 1. Environmental Awareness Training and Contractor Interface

Prior to and during construction, project staff must be informed of the environmental avoidance and mitigation measures that are required to be implemented during project implementation. SWCA will be available to coordinate an environmental kick off meeting, a pre-project training for monitors, and three contractor trainings to inform all project staff of the project requirements. Our budget includes 42 man hours to prepare and present the various project environmental awareness trainings. Budget for on-going contractor training during project implementation is included in the cost estimate for on-going project monitoring (Task 3).

Project Environmental Kick-off Meeting

The LOWP includes numerous stakeholders, all of whom must provide their insight and requirements for successful project construction. SWCA will assist the County of San Luis Obispo (County) in hosting a project environmental kick-off meeting for agency staff, key contractor personnel, County staff, and the monitoring team. This meeting would provide a forum for establishing a common understanding of project requirements, staff responsibilities, communications, and interdisciplinary team problem solving.

Pre-project Monitor Training

Effective interface with contractors, staff, and the community will be an essential aspect of the monitoring team's tasks. Prior to conducting monitoring activities, SWCA monitors will coordinate with County staff to develop a pre-project training session for all monitors that emphasizes project logistics, safety, the project monitoring program, and effective monitoring procedures. The monitoring team will develop an effective communication strategy to be implemented while monitoring the project. The pre-project monitor training will also include discussions on how to communicate with residents or media who are both supportive of and in opposition to the project.

Contractor Environmental Awareness Training

The Coastal Development Permit (CDP) and Biological Opinion (BO; 8-8-11-F-5R) for the project require all project staff to attend an environmental awareness training prior to working on the project. SWCA will be available to prepare a project specific Power Point Presentation that focuses on Morro shoulderband snail (*Helminthoglypta walkeriana*), California red-legged frog (*Rana draytonii*), steelhead (*Oncorhynchus mykiss*), monarch butterflies (*Danaus plexippus*), nesting birds, oak trees and woodlands, riparian habitats, and coastal sage scrub. The presentation will discuss permit and regulatory requirements, the species' habitat requirements, life history, and conservation status. Discussions of sensitive vegetation will also be included. Protections afforded by the Federal Endangered Species Act, California Endangered Species Act, Migratory Bird Treaty Act, and other regulations will be discussed and the project-specific avoidance and minimization measures will be reviewed. Resource specific cards/handouts will be provided to project staff designed to be easily referenced and used by contractors (e.g., laminated, on a key ring, wallet or pocket sized, etc.). Our proposed budget for this task includes preparing the presentation and presenting it at three formal Contractor Environmental Training sessions.

New staff will arrive on-site throughout the project duration. To ensure new project staff attends the training, SWCA will conduct periodic tailgate meetings and develop a digital copy of the training presentation. Tailgate meetings will be held on-site as necessary and SWCA will create a narrated digital video of the contractor training presentation that new contractors can view prior to starting work. The

digital video can be kept on-site and will be viewable with standard personal computers that support DVD media. This will allow all contractors quick access to the training presentation.

Task 2. Pre-construction Surveys

Per the CDP and BO for the project, pre-construction surveys will be required for MSS, sensitive bird species, and other sensitive species. The focus of the surveys is to determine the species presence or absence in and near the work area and allow for relocation or avoidance, if necessary. SWCA anticipates pre-construction surveys to be necessary throughout the project duration. However, the most intensive survey work will likely take place in the beginning phases of the project. This early survey work may include assisting County staff with clearing the Broderson parcel, Midtown parcel, and various staging areas prior to disturbance. Based on anticipated project needs, SWCA's budget provides for 480 man hours to be applied to pre-construction survey work. This assumes four full-time weeks of survey work for three MSS permitted biologists. Budget for additional survey work that may arise during the project is included in the cost estimate for on-going project monitoring (Task 3).

Morro Shoulderband Snail

The BO for the project requires pre-construction surveys to be completed in areas containing potential MSS habitat. Prior to construction in coastal scrub, veldt grass areas, landscape areas, and other areas containing potential MSS habitat, our permitted biologists would utilize hand search methods to survey for MSS. If live MSS are identified in a work area and are in jeopardy of harm, SWCA's U.S. Fish and Wildlife Service (USFWS)-permitted biologists will capture the individual(s), document and photograph the individual's condition (e.g., damage, size, etc.), and relocate it to suitable habitat nearby. If suitable habitat is not available nearby, the biologist will transport the individual(s) off-site. Off-site locations will be identified in consultation with USFWS staff during the Project Environmental Kick-off Meeting.

Nesting Bird Surveys

According to the CDP, surveys for nesting birds must be conducted prior to disturbance of suitable habitat in the general nesting bird season. The nesting bird surveys must be completed as specified by CDP Conditions 69 and 70. These conditions state that the surveys must be conducted within 10 calendar days prior to disturbances and must confirm the presence/absence of nesting birds. If an active nest is identified, the biologist would establish the required buffer around the nest. The SWCA project manager would immediately notify the County team and the pertinent contractor representative to assist in coordinating project implementation alternatives.

Monarch and Morro Blue Butterflies

Conditions 58 and 59 of the CDP focus on avoiding or minimizing impacts to monarch and Morro blue butterflies (*Icaricia icarioides morroensis*). The LOWP must avoid impacts to monarch butterfly winter roost habitat, where feasible. Potential monarch winter roost habitat includes known roost sites (Monarch Dunes) and areas supporting dense clusters of tall eucalyptus trees (*Eucalyptus* spp.) and other tree species. If impacts to these habitat types may occur between October and February, SWCA's biologists will be available to conduct surveys in the affected area to determine if the area is suitable for monarch roosting. To satisfy condition 59 of the CDP, our biologists will also be available to conduct Morro blue butterfly surveys in the Broderson and Mid-town properties, if these surveys are deemed necessary.

Task 3. On-going Biological Monitoring

We anticipate that on-going monitoring activities would be to coordinate with County and contractor staff, conduct pre-construction surveys, capture and relocate wildlife, establish and monitor environmental protection zones, and document construction and monitoring activities. Pre-disturbance surveys and species relocation efforts will be conducted as discussed in Task 2. The following provides general descriptions of SWCA's proposed SOW to establish and monitor environmental protection zones and document construction and monitoring activities. We recognize that other tasks may arise during project

implementation and we anticipate assisting the County with additional tasks, as necessary. Based on anticipated project scheduling, our budget for on-going biological monitoring includes 800 man hours, which allows for one full-time monitor for the first two months of construction and one half-time monitor for up to six months of construction.

Establish and Inspect Exclusion Zones

Establishment and monitoring of environmental exclusion zones will be an essential means of complying with the project conditions. SWCA biologists will be available to assist County staff with directing the appropriate placement of exclusion fencing to ensure that project activities minimize "take" of MSS, disturbance of MSS habitat, or impacts to other sensitive resources. SWCA's biologist will be available to conduct field visits with the contractor prior to mobilizing work crews in areas where sensitive species or habitats could be present. The focus of the field visit would be to flag exclusion areas and identify locations where installation of construction fencing is appropriate. Once fencing is installed and work has commenced, monitors would periodically inspect the area to ensure that fence integrity is maintained and that project activities are confined to the allowable work zones.

Reporting and Documentation

As part of the County environmental monitoring team, our staff would be diligent in maintaining regular documentation of project activities. At a minimum, SWCA monitors will prepare daily reports in a County-approved format that discuss project activities, species surveyed for and identified, relevant project communications, project compliance, and needed project actions. Mr. Belt, the SWCA Project Manager, will summarize the daily reports in weekly reports that would be submitted to the appropriate project staff. Mr. Belt would be available to combine the weekly reports into inclusive monthly reports suitable for agency submittal, if requested to do so. The monthly reports would provide detailed discussions on the location and extent of activities, compliance issues, names and titles of monitors, and other pertinent information.

Task 4. Project Management and Coordination

Mr. Belt will be the point of contact for the County and will facilitate SWCA's project involvement. Project facilitation will include receiving and responding to County requests, scheduling project staff, processing invoices, aiding project communications, ensuring the project remains on schedule, and ensuring that all parties involved have the materials needed to conduct their scope of work. The budget provided for project management tasks is 10% of the total costs for Tasks 1 through 3.

COST ESTIMATE

We propose a time and materials not to exceed budget of **\$132,108.00** for the tasks outlined in this proposal. Table 1 provides an itemized list of the cost estimate by task.

Table 1. Scope of Work Cost Estimate

Task	Fee
Task 1. Environmental Awareness Training and Contractor Interface	\$3,675
Task 2. Pre-disturbance Surveys	\$43,026
Task 3. On-going Biological Monitoring	\$73,660
Task 3. Project Management and Coordination	\$11,747
PROJECT TOTAL	\$132,108

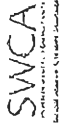
COST ESTIMATE

Exhibit B

We propose a time and materials not to exceed budget of **\$132,108.00** for the tasks outlined in this proposal. Table 1 provides an itemized list of the cost estimate by task.

Table 1. Scope of Work Cost Estimate

Task	Fee
Task 1. Environmental Awareness Training and Contractor Interface	\$3,675
Task 2. Pre-disturbance Surveys	\$43,026
Task 3. On-going Biological Monitoring	\$73,660
Task 3. Project Management and Coordination	\$11,747
PROJECT TOTAL	\$132,108



LOWP Biological Services
Phase 01: [Enter Phase Name Here]
Project Start (est.): 6/6/2012
Project End (est.): [Enter Date Here]

Total										Task 01	Task 02	Task 03	Task 04
Total Tasks										Environmental Training	Pre-disturbance surveys	On-going monitoring	Project Management
Project Role	Name	Rate	Hours	Charge	% of Total Project	% of Labor Hrs	% of Lbr Charge	Hours	Charge	Hours	Charge	Hours	Charge
PM/Biologist	Travis Bell	\$ 89.00	545.70	\$ 48,567	36.8%	18.9%	37.6%	21.00	\$ 1,869	160.00	\$ 14,240	266.70	\$ 23,736
Project Director	Bill Henry	\$ 121.00	25.00	\$ 3,025	2.3%	0.9%	2.3%	-	-	-	-	-	\$ 8,722
PM/Biologist	Bob Sloan	\$ 99.00	433.70	\$ 42,936	32.5%	15.0%	33.2%	7.00	\$ 693	160.00	\$ 15,840	266.70	\$ 26,403
Biologist	Jon Claxton	\$ 99.00	-	-	0.0%	0.0%	0.0%	-	-	-	-	-	-
Biologists	Geoff Hoelker	\$ 99.00	-	-	0.0%	0.0%	0.0%	-	-	-	-	-	-
Biologist	Paul Andreano	\$ 99.00	-	-	0.0%	0.0%	0.0%	-	-	-	-	-	-
Biologist	Barrett Holland	\$ 79.00	437.70	\$ 34,578	26.2%	15.1%	26.7%	11.00	\$ 869	160.00	\$ 12,640	266.70	\$ 21,069
Biologist	Dwayne Oberhoff	\$ 79.00	3.00	\$ 204	0.2%	0.1%	0.2%	3.00	\$ 204	-	-	-	-
Tech Editor	Jamie Jones	\$ 68.00	1,445.10	\$ 129,311	97.9%	50.0%	-	42.00	\$ 3,635	480.00	\$ 42,720	800.10	\$ 71,209
Communication Fee - % of Labor		0%	-	-	0.0%	-	-	-	-	-	-	-	-
Labor Subtotal			2,890.20	\$ 129,311	97.9%	-	-	42.00	\$ 3,635.00	480.00	\$ 42,720.00	800.10	\$ 71,208.90
Labor Total													\$ 11,747.00
EXPENSES													
Description	Unit	Rate	# Units	Charge	% of Total Project			# Units	Charge	# Units	Charge	# Units	Charge
Copies (B&W)	per page	\$ 0.10	100	\$ 10	0.0%			100.00	\$ 10	-	-	-	-
Copies (Color)	per page	\$ 1.00	25	\$ 25	0.0%			25.00	\$ 25	-	-	-	-
Mileage	per mile	\$ 0.56	4,320	\$ 2,398	1.8%			-	-	480.00	\$ 266	3,840.00	\$ 2,131
Expenses Subtotal				\$ 2,433	1.8%			\$ 35	\$ 266	-	-	-	-
Markup		15%		\$ 365	0.3%			-	\$ 40	-	-	-	-
Expenses Total				\$ 2,797	2.1%			\$ 40	\$ 306	-	-	-	-
SUBCONTRACTORS													
		Rate	Units	Charge				Units	Charge	Units	Charge	Units	Charge
Lisa Andreano	enter rate/units or lump	\$ 99.00	-	\$ -	0.0%			-	-	-	-	-	-
Michael Walgren	enter rate/units or lump	\$ 99.00	-	\$ -	0.0%			-	-	-	-	-	-
Jeremy Lowrey	enter rate/units or lump	\$ 99.00	-	\$ -	0.0%			-	-	-	-	-	-
Subcontractor Fee Subtotal			-	\$ -	0.0%			-	-	-	-	-	-
Markup		20%		\$ -	0.0%			-	-	-	-	-	-
Subcontractor Fee Total				\$ -	0.0%			-	-	-	-	-	-
Project Phase Totals				\$ 132,108					\$ 43,026		\$ 73,660		\$ 11,747

Note: Communication expense is not subject to 15% administrative fee.

TOTAL THIS PHASE		Charges
SWCA Labor Total	129,311	
Expenses Total	2,797	
Subcontractors Total	-	
Total Phase	\$ 132,108	
Tax Total	-	
Total Including Taxes	\$ 132,108	

Enter Tax Rate	0.00%
Tax	-
Total with Tax	\$ 3,675

Enter Tax Rate	0.00%
Tax	-
Total with Tax	\$ 43,026

Enter Tax Rate	0.00%
Tax	-
Total with Tax	\$ 73,660

Enter Tax Rate	0.00%
Tax	-
Total with Tax	\$ 11,747

Exhibit C

